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Approved For Release 2005/11/21 : CIA-RDP70-00211R000500090034-9

Bi-Weekly Report for Week Ending 16 April 1962  
from  
Records Disposition and Systems Branch

*Reports - 1*

*[Signature]*  
*4/16/62*

1. Contributions

- a. Completed study of SI Cable problem for Commo/Special Center. Met with personnel in Commo and in DDP/FID to resolve the question of where record copies would be maintained. Also discussed the matter with OCI. Memo prepared and sent to Commo/Special Center.

[ ]

- b. Reviewed and revised portion of OCR/Machine Division records control schedule. Prepared memo and recommendations for OCR.

[ ]

- c. Made 12 suggestions to the Chief, Security Records Division on the SRD Courier System. These suggestions were discussed with personnel of the Security Records Division who will consider their implementation. These suggestions were developed in response to a request from the Chief, SRD, who asked for ideas to improve their system that might be developed as a result of the Overall Agency Study.

[ ]

2. Assignments

a. Shelf Filing

- (1-5) Commo Signal Center, Cable Secretariat, Office of Security, OO/c [ ] Commo Registry [ ]

No action.

b. Records Control Schedules

- (1) OTR [ ]

No action this period.

- (2) OCR [ ]

Revision reviewed. See Contributions

- (3) OO/c [ ]

No action.

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c. Special Projects

(1) Conference Notes and Special Reports [ ]

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Reviewed artwork prepared by [ ] O/Log.  
Sketches returned to [ ] for final phase of making slides.

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Prepared work drafts on briefing material relating to the Records Management Program. Drafts referred to [ ] for review.

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(2) DDP/RID [ ]

Action delayed until this Section settles down in new office space at Headquarters.

(3) Agency Courier System Survey [ ]

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Completed Survey of SRD and at their request submitted 12 suggestions on the Internal SRD System. Have reviewed both the OSI and OCI Courier Systems and will begin with the Office of Personnel on Monday and the Office of the DCI on Tuesday. Both the Office of Security and the Office of Logistics have submitted their comments on the Inspector General's Report to [ ] O/DD/S.

3. News

a. Gave briefing and orientation to [ ] ARO, Office of Logistics in Records Management areas - Inventorying, Scheduling and Filing. [ ]

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b. Reviewed Staff progress reports to answer requirement from the President's Foreign Intelligence Advisory Board. Prepared memo for the record on findings. [ ]

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c. Training films obtained from Department of the Navy were shown to members of the Staff with the idea of using these films in conjunction with related Records Management Workshops. [ ]

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d. [ ] of the defunct SR Staff on International Communism requested aid in locating a file for him. File not located among the files retired for that Staff. [ ]

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Bi-Weekly Report Ending 16 April 1962  
from  
FORMS MANAGEMENT

*Reports 1*  
*[Signature]*  
*4/18/62*

1. Contributions

a. Tangible

- (1) Approved 5 new and 13 revised forms.
- (2) Combined 12 bootleg Memoranda into one 5" x 8" form for Office of Comptroller.

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b. Intangible

- (1) Meeting was held with  on re-vamping the Forms Catalog. It was our suggestion this Catalog be in a straight numerical listing, and include obsolete and superseded forms. Although there was agreement on this, they do not have the time or personnel to handle the typing involved in such a project. This is the same thinking Logistics had in March 1961.
- (2) The procedure study of the Case processing activities in the Office of Security has started. This will include all approved, and bootleg forms, routing, and controls.
- (3) Meeting is scheduled for today with Logistics on the proposed "Requisition and Shipping Document".

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2. News

- a. The number of currently active CIA forms is 1550.  
The number of other Agency forms being used remains at 208.  
The combined total is 1758 forms.

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